



# UW-Madison Police Department

## Policy: 33.1

**SUBJECT: TRAINING ADMINISTRATION**

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### POLICY:

The UW-Madison Police Department shall provide employees with training designed to meet law enforcement standards and community needs.

### DEFINITIONS:

“Special Order” refers to a written notification of a mandate to perform a given task. Special orders may be assigned for training, shift assignments, or personnel transitions.

### PROCEDURE:

#### 33.1.1 TRAINING COMMITTEE GUIDELINES

- A. The training function of the Department shall include but is not limited to monitoring attendance at required training sessions; coordinating lesson plan development; scheduling personnel; planning, developing, implementing, and evaluating programs; coordinating remedial training; coordinating specialized, advanced, and in-service training; coordinating recruit training; and maintaining records. In general, the training function is the responsibility of the Training Sergeant.
- B. The Department Training Committee has been established to identify training needs, evaluate training programs, communicate pertinent information, distribute training materials, and provide assistance as required. The Committee serves as a focal point for input from those representing agency components. The Training Committee shall be comprised of, at minimum, the following positions:
  - 1. Assistant Chief (s)
  - 2. Support Services Captain
  - 3. Professional Standards Lieutenant
  - 4. Training Sergeant
- C. Committee members are designated by the position they hold within the Department. They may designate a replacement to attend meetings.
- D. The Training Committee has been established to assist the Training Sergeant in determining and evaluating training needs for in-service training and other Department training programs. The group shall meet annually, at minimum,

with the Training Sergeant.

- E. The Training Committee is responsible for reviewing the Department training program to ensure that the efforts meet personnel and operational needs, legal requirements, and agency policies. The Committee shall also meet to evaluate, update, and revise the Department in-service training program as needed. This process should include a review of new laws, court decisions, and directives. Training Committee members maintain positional authority within the Department.
- F. The committee shall report recommendations to the Chief of Police.

### **33.1.2 TRAINING PROGRAM ATTENDANCE**

The following shall govern attendance requirements for employees assigned to authorized training programs:

- A. Personnel are responsible for attending and participating in Department and other training as directed. Attendance at certain designated training functions may be mandatory. Trainings shall be identified by special orders. Attendance exceptions may be granted with an explanation deemed reasonable by the training coordinator and the employee's direct supervisor.
- B. Any mandatory training missed due to an excused or unexcused absence may be rescheduled at the discretion of the course instructor. A short absence may be waived based upon course content missed and the length of the absence. Any unexcused absence shall be investigated by the employee's supervisor. Requirements for punctual attendance at training functions are the same as for reporting for duty. It shall be considered an unexcused absence if an employee fails to report for a training function without first notifying their supervisor.
- C. Employees are required to complete instructor-provided rosters and registration forms. Copies of any training certificates shall be forwarded to the Training Unit.

### **33.1.3 TRAINING PROGRAM REIMBURSEMENT**

- A. The Department shall reimburse personnel attending approved training in a manner consistent with University policies, rules, and regulations. Personnel requests for travel-related reimbursement must be pre-approved.
- B. Upon completion of the training, personnel requesting travel-related reimbursements should complete an online reimbursement form. The online reimbursement form is forwarded to the Captains for approval. Once approved, the approving Captain shall forward it to the employee assigned to processing the report.

### **33.1.4 TRAINING COURSE LESSON PLANS**

- A. All in-house training courses shall require the submission of a lesson plan prior to the course presentation. Guidelines for lesson plan format and content shall be determined by the Training Unit.
- B. All lesson plans for in-house training programs shall be reviewed, approved, and maintained by the Training Unit. Instructors shall submit lesson plans to the Training Unit for approval at least 30 days prior to presenting the material contained in the lesson plans. Lesson plans are to be consistent with Department directives and policies and existing federal, state, and local requirements. Lesson plans shall include, at minimum:
  - 1. A statement of performance and job-related objectives;
  - 2. The content of the training and specifications of the appropriate instructional techniques; and
  - 3. Identification of any tests used in the training process;
  - 4. List of resources used in development of curriculum;
  - 5. List of resources required in delivery of the program.

### **33.1.5 REMEDIAL TRAINING GUIDELINES**

- A. Remedial training shall be directed at solving a particular problem, deficiency, or behavior. Any recurring deficiency evidenced through performance appraisals, inspections, or disciplinary actions may be grounds for remedial training.

The objectives of the remedial training shall be based on the specific deficiency and its nature. Remedial training may be formal or informal in design.

1. Formal remedial training shall be coordinated by the Training Unit and the employee's supervisor to correct a performance deficiency in a subject area. All requests for formal remedial training shall be coordinated through the Training Sergeant to ensure prompt completion and appropriate documentation. All formal remedial training records shall be maintained by the Training Sergeant and documented in the employee's training file.
  2. Informal remedial training may be conducted by the employee's supervisor or another Department employee to aid in correcting noncritical job deficiencies not affecting the safety of the public or the employee.
- B. Adequate time shall be allotted to complete remedial training and demonstrate improvement. Remedial training recommended for critical subject areas are mandatory and shall be given to the employee without delay. Remedial training in noncritical areas shall be scheduled as soon as practical and a timeline for completion shall be established, superseding all other regular requests for training.
- C. Participants of remedial training shall be evaluated upon completion of the assigned remedial training program to determine whether existing deficiencies have been alleviated. Results of the evaluation shall be forwarded to the appropriate supervisor.

### **33.1.6 EMPLOYEE TRAINING RECORDS**

- A. The Training Unit shall maintain a current record of training received by Department employees. The Training Unit shall update the appropriate training records following the participation of an employee in a training program.
- B. Employee training records shall include the date of the training, the personnel attending the training, types of training or subject matter, and copies of certificates received, if any.

### **33.1.7 TRAINING CLASSES RECORDS MAINTENANCE**

The following shall govern continuous maintenance of training class records:

- A. The Training Unit shall maintain records of training classes provided by the Department.
- B. Training records for classes conducted by the Department shall include, at a minimum, course content (lesson plans), names of agency attendees, and the performance of individual attendees as measured by a test, if administered. Department Directive, 82.4 Records Retention Schedule, shall be followed for retention of training records.

### **33.1.8 RELEASE OF TRAINING RECORDS**

The following shall govern release of agency and employee training records:

- A. Training records shall be treated the same as personnel records. Only those persons as authorized by law shall have access to the records.
- B. Training files shall be merged with the employee's personnel file upon termination of employment.
- C. Copies of all training requests shall be kept by the Training Unit for two years to allow for review and analysis.

### **33.1.9 TRAINING PRIORITY LEVELS**

The following shall govern the priority levels assigned to training:

- A. All training provided by the Department shall be defined as being either immediate, acquired or specialty training. The definitions are as follows:
1. Immediate: Instruction provided as soon as possible in those basic skills needed by the employee in their current assignment.
  2. Acquired: Instruction provided in advanced topics that is beneficial to both the Department and the employee and may be obtained over time; and/or instruction that shall enable department personnel to become proficient in the advanced skill levels of their position.
  3. Specialty: Instruction that provides skills to individuals for a Department need but is only required of a select number of individuals in a classification OR that provides career enrichment and preparation for promotional

opportunity. Employees seeking to attend specialty training should justify their attendance and the expected outcomes of attending the training.

- B. It is expected that a varied level of skill development shall exist among members of a work unit.
- C. Supervisory personnel must evaluate, seek to identify where training deficiencies exist, and recommend appropriate corrective measures.

#### **33.1.10 REQUESTS TO ATTEND TRAINING**

The following outlines procedures for employee or supervisor training requests:

- A. A training request initiated by the employee or a supervisor shall use the designated, fully completed Training Request Form. The supervisor and training coordinator shall assess the training request considering the following:
  - 1. Skills needed by the Department;
  - 2. Training needs of the employee;
  - 3. Total costs;
  - 4. Scheduling impact, for example, if two or more employees are scheduled for training from one work unit's shift, any additional training must be approved by the supervisor, the Training Sergeant, and the appropriate captain;
  - 5. Local training options are considered over those requiring travel expenditures.
- B. Once the training request has been submitted:
  - 1. The employee's direct supervisor shall approve or deny the training. The supervisor shall list the reason for the decision and forward the request along with their assessment to the Funding Coordinator for review.
  - 2. The Funding Coordinator shall review the training request and approve or deny the request. The Funding Coordinator shall list a reason for the decision and forward the training request to the Training Unit for final review.
  - 3. The Training Unit shall review the request and approve or deny the request. A reason for the decision shall be listed. An electronic copy of the form with the actions taken shall be available to the supervisor and the employee after final disposition by the training unit.
- C. If the training request has been approved by the supervisor, Funding Coordinator, and the Training Unit, the Training Sergeant shall issue a special order assigning the employee to the training. The order may include the type of training, dates, times, locations, lodging, travel arrangements and any requirements listed on the training request form by any of the people approving the request. The special order shall be distributed to the attendee's chain of command, those assigned to instruct, and any attendees.

#### **33.1.11 POST-TRAINING EXPECTATION**

The following shall govern post training expectations of the employee attending the training session or sessions:

- A. Employees returning from certain select training may be required to submit a brief synopsis and evaluation of the course to their supervisor and the Training Unit. If this is a requirement, it shall be noted in the training special order.
- B. Employees shall forward copies of any certificates or documentation to the Training Sergeant upon completion of the assigned program.
- C. All course materials obtained during the training shall be made available for review or use by other interested members of the Department.
- D. Information of general importance or interest obtained during training shall be shared by the employee with other employees during shift briefing training or other more formal training sessions.
- E. Equipment or materials received from a training course are considered Department property.

#### **33.1.12 FIREARMS RANGE RULES**

The following shall establish rules for the safe operation of a firearms range

- A. The purpose for utilizing a firearms range is to provide annual weapons qualifications and additional training to department members. Any firearms range used by the department shall be used for approved training and qualifications. The firearms range utilized shall first be inspected and approved by the Department Firearms Commander or designee, in order to determine any range restrictions prior to the start of any training.
- B. The Department's Firearm Commander and firearms instructors are in charge of range discipline, regardless of rank or position.
- C. Universal Firearms Safety Rules shall be followed by employees at all times.
- D. Range rules shall be reviewed prior to any firearms training event
- E. Only department approved weapons, targets, ammunition and equipment shall be used during any training conducted on the range. Department approved weapons and ammunition are discussed in department directive Appendix B. Additional weapons and/or ammunition may be approved by the Firearms Instructor conducting the training and/or testing.
- F. All personnel on the range shall wear ear and eye protection as well as body armor.
- G. All personnel working in the capacity of a firearms instructor shall complete the state mandated training course to be a certified firearms instructor.
- H. Firearms instructors shall receive emergency medical response and/or first aid training.
- I. Ammunition and weapons shall be stored in accordance with department directive Appendix B.